



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

<b>JOB TITLE</b>	Sr. Exercise Planner
<b>JOB ANNOUNCEMENT NUMBER</b>	18959
<b>SALARY RANGE</b>	\$106,263 - \$138,136 annually
<b>OPEN PERIOD</b>	6/13/14 – 6/20/14
<b>POSITION INFORMATION</b>	Detail
<b>DUTY LOCATION</b>	McLean, VA
<b>WHO MAY APPLY</b>	US Citizens
<b>SECURITY CLEARANCE</b>	TS/SCI with CI Polygraph
<b>SUPERVISORY STATUS</b>	No
<b>TRAVEL REQUIRED</b>	0-25% Travel
<b>RELOCATION AUTHORIZED</b>	No

## ORGANIZATIONAL MISSION:

\*\*\*This announcement advertises a **GS-14** position. Lower graded employees may apply, but if selected would accept the position as a lateral reassignment at their current grade as all promotion decisions are made during the DNI CAB process.\*\*\*

## Component Mission:

The National Counterterrorism Center (NCTC) leads our nation's effort to combat terrorism at home and abroad by analyzing the threat, sharing that information with our partners, and integrating all instruments of national power to ensure unity of effort. The Center serves as the primary organization in the United States Government for analyzing and integrating all intelligence possessed or acquired by the United States Government pertaining to terrorism and counterterrorism, and its Director serves as the Counterterrorism Mission Manager. NCTC also serves as the central and shared knowledge bank on known and suspected terrorists and international terrorist groups, as well as their goals, strategies, capabilities, and networks of contacts and support. And it conducts strategic operational planning for counterterrorism activities, coordinating and integrating the efforts of departments and agencies across the federal government.

## Office Mission:

The National Counterterrorism Center (NCTC) Directorate of Operations Support (DOS) provides NCTC and the counterterrorism (CT) community with 24/7 situational-awareness intelligence, information sharing, crisis management, continuity of operations, and response planning. In addition, DOS manages NCTC exercise and special-event support, and coordinates Intelligence Community (IC) support to international events on behalf of the Director of National



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

Intelligence. One of the DOS components is the National Counterterrorism Operations Center (NCTOC). The NCTOC is responsible for keeping the NCTC's leadership apprised of terrorism-related events affecting United States (US) interests and assures policymakers at the White House, Office of the Director of National Intelligence (ODNI) and other agencies receive accurate and timely current terrorism-related intelligence.

## DUTIES:

### Major Duties and Responsibilities:

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Provide leadership in the planning, development and implementation of an annual exercise plan for the Intelligence Community (IC) that meets exercise requirements and specifies long-term objectives, priorities, and resource requirements for exercise planning and execution.

Lead staff in the planning, development, preparation of senior-level briefings and reports on exercises that fully meet the needs of select audiences.

Lead staff in planning and developing an annual exercise program and selecting appropriate exercises for the exercise program from the Department of Homeland Security's (DHS) National Exercise Program (NEP), the Department of Defense's (DoD) Chairman's Exercise Program (CEP), and the Joint Exercise Program (JEP).

Lead the planning and management of lessons learned reporting and subsequent resolution actions, following a major terrorist event.

Lead the collection, review and approval of After Action Report (AAR) and the analysis of AARs to identify lessons learned for management implementation.

Serve as subject matter expert on exercise processes and procedures and serve as an established exercise point of contact with the Office of the Director of National Intelligence (ODNI), DHS, DoD and NCTC coalition partners.

Cultivate and maintain productive working relationships with other IC, ODNI, DHS and DoD colleagues and leaders, and use these relationships to share information to improve the quality of exercise planning and execution.

Lead the planning and facilitation of internal and external exercises (seminars, workshops, tabletop, drills, functional and full scale) on behalf of NCTC, Federal, State and local partners.

## KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

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Demonstrated ability and experience in planning and managing exercise programs at the strategic and operational levels.

Extensive knowledge of the US Government Counterterrorism Community, counterterrorism strategic planning and extensive knowledge of military plans and concepts of operations (CONOPS).

Extensive knowledge of and experience with past, current and future exercise issues, theories, policies, and practices of DHS, National Security, DoD and other federal and legislative best practices.



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

Extensive experience working in the IC and interagency environment and extensive knowledge of IC organizations, process and procedures.

Demonstrated oral and written communication skills, ability to produce clear, logical and concise products and briefings and demonstrated interpersonal, organizational and problem-solving skills to include the ability to work both independently and collaboratively.

Bachelor's degree in a related field.

## **Desired KSAs:**

Availability for both domestic and international TDY.

Profession certification in Emergency Management and/or Qualified as a FEMA Master Exercise Practitioner.

## **HOW YOU WILL BE EVALUATED:**

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You will be evaluated based upon the narrative responses you provide to each required Knowledge, Skills and Abilities (KSA's). When describing your knowledge, skills and abilities, please be sure to give examples and explain how often you used these skills, the complexity of the knowledge you possess, the level of the people you interacted with, the sensitivity of the issues you handled, etc. Your responses should describe the experience; education; and accomplishments which have provided you with the skills and knowledge required for this position.

## **BENEFITS:**

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Please review the list of benefits below. For additional information please visit the OPM website at <http://www.opm.gov/insure/index.aspx>.

- Federal Employees Health Benefits Program
- Life Insurance
- Long-Term Care Insurance
- Federal Employees Retirement System (FERS) (new employees automatically covered). If you are transferring from another agency and covered by CSRS, you may continue in this program.
- Annual Vacation Leave
- Sick Leave
- Paid Federal Holidays



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L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

- Alternative work schedule
- **Health Care Flexible Spending Accounts**

## OTHER INFORMATION:

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You must submit all required information by the closing date listed. An incomplete application package will be ineligible for further consideration. The materials you send with your application will not be returned. Hardcopy applications will not be accepted.

## HOW TO APPLY:

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### \*\*\*HOW TO APPLY\*\*\* (DETAILEE APPLICANTS)

**DETAILEE:** A detailee is a civilian employee of another government agency detailed to perform duties for the ODNI

Government candidates must submit their application through the Joint Duty site and obtain permission through written endorsement from your employing IC element. Please contact your agency's Joint Duty Program Office for internal nomination procedures.

If the employing element nominates an employee for the joint duty rotational assignment; they will notify that employee and the joint duty program manager will forward the application package to an appropriate official of the gaining element.

**Any application submitted directly by an IC employee to the gaining element will not be considered.**

### WHAT TO EXPECT NEXT:

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will **ONLY** be contacted if they have been selected for an interview.

## AGENCY CONTACT INFO:

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ODNI Recruitment

Phone: (703)275-3663

Email: [RECRUITMENT@DNI.GOV](mailto:RECRUITMENT@DNI.GOV)

## WHAT TO EXPECT NEXT:

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The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 60 days of the closing date of this announcement. Due to the large number of applications received, applicants will **ONLY** be contacted if they have been selected for an interview.